**The Buckeye Space Launch Initiative Constitution**



*Article 1 – Name, Purpose, and Non-Discrimination Policy of the Organization*

Section 1: Name: Buckeye Space Launch Initiative

 Section 2: Purpose: To launch high powered rockets and foster the growth of talented individuals from diverse backgrounds in pursuit of reaching space. To establish Ohio State as a world leader in intercollegiate high powered rocketry through student-driven research and innovation.

This club will teach its members not only the fundamentals of rocketry but also the tools and knowledge they need to design and work on modern rocket systems. To give some direction and structure with real deadlines, this club will compete annually in an international rocket competition. As of 2016 the club will also work on designing and testing higher altitude rockets with a roadmap for being the first university team to reach space.

 Section 3: Non-Discrimination Policy: This organization and its members shall not discriminate against any individual(s) for reasons of age, gender, color, disability, gender identity or expression, national origin, race, religion, sexual orientation, veteran status, or any other factor not previously listed. Members shall also *actively* seek to create an atmosphere conducive to individuals from all backgrounds.

*Article 2 - Membership: Qualifications and Categories of Membership*

 There is no formal means of qualifying as a member other than showing up to the meetings when able and having an interest and passion to learn about rockets, space, and the world. Any person of any major may join. There are no required member fees; however, members will be charged for certifications, polos, and other team merchandise as leadership sees fit.

*Article 3 – Organization Leadership: Titles, terms of office, type of selection, and duties of the leaders*

 Section 1:

 President:

* Responsible for the success of the organization
* Sets overall vision for the organization
* Assigns roles and responsibilities based on known strengths of the members and needs of the organization
* Operates as the “project manager” – sets timelines, checks in with various subcommittees
* Works with other officers to set a meeting schedule
* Attends “outside” meetings on behalf of the organization (University meetings, etc.)

 Vice-President:

* Supports vision and decisions of the president
* Fills in when president is not available
* Meets with subcommittee chairs
* Works to identify funding sources

Treasurer:

* Handles all funds
* Sets and maintains budget
* Creates and submits monthly budget reports
* Fills out all financial paperwork in a timely fashion
* Assists with identifying funding resources
* Works with secretary and other officers to create letters for funding requests and thank you letters when funding is received
* Organizes the team’s travel expenses and arranges resources such as transportation and lodging for competitions.

Secretary:

* Keeps the written record of all club activities (meetings, work sessions, etc.)
* Maintains organizational calendar
* Organizational Correspondence: Responsible for writing/printing and mailing letters requesting funding and thank you letters for those who donate funds
* Maintains membership records

Sub-Committee Chairs (Project Managers)

* Oversees the progress of assigned project
* Reports progress, monthly (or another regularly agreed upon timeframe), to the officers and organization. Include progress and/or setbacks (keep it real!)
* Assemble team of subsystem heads to assist in disseminating information to members and delegation of work
* Works with treasurer to order needed supplies

## Article 4 – Election Proceedings

 Interest in positions will first be gathered through anonymous surveys for the executive board, project managers, and subsystem heads. Elections are held near the end of Spring semester with no less than one month of time left until the end of the term. This is to ensure that knowledge can be passes down effectively.

 Executive board members (President, Vice President, Treasurer, and Secretary) are chosen democratically by all members in a general meeting arranged by current leadership. Write-ins are allowed, so long as they are present and voluntarily running. Candidates are to briefly present their interest and qualifications (no more than 5 minutes each), followed by paper ballot voting and counting at the hands of leadership, ideally graduating seniors. The results are announced at the same meeting.

 Project managers are elected after the executive board members in a separate meeting. Voting members are made up of:

* Current executive board members
* Incoming executive board members
* Current project managers
* Senior subsystem leads
	+ Defined as the most knowledgeable subteam lead, at the discretion of the current executive board
	+ Structures, Avionics, Aerodynamics/Propulsion, and Recovery

 Veteran members not fitting these criteria are welcome, at the other voting members’ discretion, to sit in on PM elections and offer advice. They are not assigned a vote.

 All voting members have 1 vote, even in the instance in which they match multiple voting member criteria. Voting members that are running for a PM position may not vote in their respective position, but may vote for other projects. In the event of an even number of voting members the standing President forfeits the right to cast a vote.

 Project manager candidate are expected to give a 10-minute presentation of their interest, qualifications, and plans for their project for the upcoming year. These presentations are to be recorded for non-present voting members. No expectation is made of having a fully designed rocket, but some effort should be put forward. It is critical that revisited projects, defined as projects already pursued in the previous year, are expected to be less technical so as to not discourage younger members from taking up leadership positions. New projects are expected to be more technical.

 Votes are cast via paper ballots after each projects’ candidates have spoken. This is accompanied by deliberations by voting members. Results are tallied by graduating seniors (or otherwise the standing executive board) and announced the same day unless the results could be overturned by non-present voting members, in which case they must view the presentations within 24-hours, after which the results will stand as-is. It is at this point that project managers are given the names of those interested in serving as subteam heads so teams can begin to be assembled.

## Article 5 – Method of Removing Officers and Members

 Officers and members may be removed from the team if two of the four officers and the faculty advisor deem their presence detrimental to the function of the team.

## Article 6 – Advisor(s) or Advisory Board: Qualification Criteria.

 Advisors of student organizations must be members of the University faculty or Administrative & Professional staff. The advisor serves as the group’s liaison with the university and provides guidance when requested by the members of the group.

## Article 7 – Meetings of the Organization: Required meetings and their frequency.

 Meetings will be conducted as needed throughout the year in accordance with the competition schedule. The semester begins with team introduction meetings, followed by learning-focused meetings. Once members have been brought up to speed will rocket construction begin in earnest. At this point, meetings will be split by project, though collaboration between teams should still be possible and emphasized.

 Leadership will meet as often as necessary, though no less than once a week is ideal. These meetings include the executive board, project managers, and any committee members deemed helpful to advise on technical topics.

## Article 8 – Method of Amending Constitution

 Proposed amendments should be submitted to the officers and advisor in writing. They will be sent to the entire group and voted upon at the final meeting of the year. Approval requires a 2/3 affirmative vote where at least 50%+1 of the members are present.

## Article 9 – Method of Dissolution of Organization

 The organization shall be disbanded if membership drops to less than 5 people. The organization’s assets will be distributed to other organizations or the university in a manner seen fit by the advisor.